

Entries arrive checked. Every packet comes with the proof.

Barns submit through Equine Entry, and your office sees each entry with the cards, certificates and verification record attached — so you are **confirming**, not **collecting**.

01 Entries received

- One block per barn that has submitted a packet for your show: trainer name and email, time submitted, stalls and tack stalls, total fees, and either **All clear** or **Has blocking items**.
- **Download packet** — a single zip with a summary and every membership card, Coggins and Rhino certificate, proof picture and horse photo for that barn.
- **CSV** per barn for your own system; **Record a refusal** when an entry is turned down.

02 What each line shows

HORSE	Registration number, sire and dam, owner of record; which sources verified the record (✓ / ×) and how — read from the registry, copied from the database, or entered by the trainer; any trainer override with its reason; links to the papers.
RIDER	Amateur / professional status, USEF number, and a dot each for USEF membership, Safe Sport, Coggins, Rhino and microchip.
CLASSES	Class code and description, rider, day and time. A class the trainer typed in by hand is flagged (<i>added by hand</i>) so you know it was not checked against the prize list.

03 Changes since submission

- ADD and SCRATCH lines per barn, so a late change never hides inside a re-sent form.
- An **activity log** of class, stall, schedule and submission changes, downloadable as CSV.
- Trainers can email you a change notice from inside the system and mark it as sent.

04 Privacy, access and accountability

- **Equine Entry carries professional liability (errors & omissions) insurance** covering its verification service.
- Your office sees only the people and horses on packets submitted to **your** shows — nothing else in a barn.
- Every document you open is logged, and the rider can see that it was opened by the show office. Office sessions expire after 12 hours.
- Office accounts are approved by Equine Entry before they see any entry.

Getting set up

1. **equineentry.com** → Sign up → **Show office**, and pick the shows you run.
2. Equine Entry approves the account (you will see "Waiting for approval" until then).
3. Packets appear under Entries as barns submit them; download, confirm, and record any refusal.

Equine Entry does not replace your show-management software. It delivers checked entries and their supporting documents; back numbers, scheduling and results remain in the office's own system.